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*DDDP*  
*AC/MSM*  
*C/P+B6 PRO*  
*P/M/MSM*  
*SS*

7 January 1981

MEMORANDUM FOR: Director of Data Processing

THROUGH : Executive Officer

25X1 FROM: : [REDACTED]  
Acting Chief, Management Staff, ODP

SUBJECT : Management Staff Weekly Report  
for Week Ending 6 January 1981

Magnetic Tapes

Initial results of the implementation of the ODP procedures for handling Z and Y tapes in the computer centers disclosed that some users have been submitting Z tapes unnecessarily. In particular, DDO personnel when transferring data via tape from the Ruffing to the Special Center used the Z tape rather than the standard ODP tape procedure. The standard procedure permits users to transfer tapes among ODP facilities with a minimum of paperwork.

25X1 [REDACTED]  
Project Activity Report (PAR)

The October 1980 PAR has been released. This, the first PAR of FY 1981, reflects the new ODP computer-related charge rates and includes a copy of the new rate sheet.

Work is commencing on the November PAR. Initial runs have been made and are being reviewed. A few problems have surfaced and are being resolved while the review continues. [REDACTED]

25X1 [REDACTED]  
1983 Program Plan

The Program-Budget Call for the 1983 Program Plan and 1984-1987 Program Projections has been received. The kick-off meeting, with DDA budget and planning officers is scheduled for 15 January. The first due date is 13 February when the size and content of our current level must be approved by the DDA and Comptroller. The date for the first submission of the 1983 Program is mid-March. [REDACTED]

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1981 Allotment

25X1 ODP has received its FY 1981 allotment in the amount of [REDACTED]. This allotment does not include the \$951,000 for the pay act which is shown in the FY 1981 column of the Congressional Budget. Pay act funds are usually not allotted until late in the fiscal year. Also not reflected in our allotment is the \$600,000 DDA reduction previously identified and the \$500,000 reduction for advance funding of terminals in FY 1980. These adjustments will be made at a later date.

25X1 [REDACTED]  
Excess Equipment

25X1 The Office of Logistics turned in an IBM Mag Card I Typewriter as excess to its needs. The equipment was declared excess to Agency needs after Directorate ADP Control Officers indicated no interest. It will be transferred to GSA for reutilization by another agency or disposal. The initial acquisition cost of the typewriter was \$4010. [REDACTED]

Outstanding Advances

As of 24 December 1980, 54 advances remain outstanding, of which, none are delinquent.

25X1 [REDACTED]

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